



**PLANNING BOARD**

Linda K. Hamlin, Chairman  
Steven A. Heikin, Clerk  
Robert Cook  
Blair Hines  
Sergio Modigliani  
Matthew Oudens  
Mark J. Zarrillo

## Town of Brookline Massachusetts

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**BROOKLINE PLANNING BOARD MEETING MINUTES  
Room 111, First Floor, Brookline Town Hall  
August 11, 2016 – 7:30 p.m.**

**Board Present:** Blair Hines, Robert Cook, Sergio Modigliani, Matthew Oudens, and Mark Zarrillo

**Staff Present:** Maria Morelli, Karen Martin

Mark Zarrillo called the meeting to order at 7:30 pm.

### **DESIGN REVIEW CASES**

**5 Leland Road** – design review of dormer for attic conversion Pct. 16

Maria Morelli presented the case.

The architect reviewed the proposed plans and explained that this home is located on a lot surrounded by road on nearly three sides. The structure complies with setbacks and has two existing dormers on the front. This proposal is for a new dormer on the rear of the home to expand space in the attic for a bedroom and bathroom.

Mr. Modigliani asked if the window shown on plan A3.1 is going to be changing. The architect said it is only being upgraded. He also asked if the dormer wall is aligned with the wall below. The architect said yes.

Mr. Cook stated that he lived nearby and had noticed that the homeowners have done a great job with the house.

Mr. Zarrillo agreed that this project will be a good improvement for this home.

***Mr. Zarrillo motioned to recommend approval.***

***Mr. Cook seconded the motion.***

**Voted (5-0): The Planning Board recommends approval of the plans submitted by Innovative Collaborations, Inc., dated 7/26/16, subject to the following conditions:**

1. Prior to the issuance of a building permit, the applicant shall submit three copies of the final plans, subject to the review and approval of the Assistant Director of Regulatory Planning or designee.

**1248 Beacon Street** – addition of window wells and change to rear façade of previously approved Board of Appeals case Pct. 3

Maria Morelli presented the case.

Attorney Jeffrey Allan explained the revisions being made to this case which include a rear bay being enclosed which will add 70 square feet (historic plans show the bay was originally enclosed) and enclosing window wells to bring more light into lower level units. The architect for the project presented photos and further explained the details of these revisions.

Mr. Hines asked to clarify that the rectangular shapes on the plans are window wells. He also asked why they were designed as separate bays rather than one large one.

Mr. Zarillo asked if both of the bays were located in the same unit and asked if the fence is needed.

Mr. Modigliani asked if the fence ends at a 90 degree angle on James Street. He questioned if this would make snow removal harder. He stated that he is sensitive to changes on Beacon Street regarding visuals and asked what materials were being used for the wells. The architect replied that

Mr. Oudens asked why the fence was needed in addition to the shrubs and Mr. Oudens asked what neighbors thought about the fence.

Mr. Hines supports the fence to protect property. He suggested that the applicant think about ground cover as an option inside the window wells.

Mr. Modigliani had questions about the site plan and configuration of the rear of the building.

***Mr. Zarillo motioned to recommend approval.***

***Mr. Cook seconded the motion.***

**Voted (5-0): The Planning Board recommends approval of the plans submitted by Sousa Design, dated 8/1/16, subject to the following conditions:**

1. Prior to the issuance of a building permit, the applicant shall submit three copies of the final plans, subject to the review and approval of the Assistant Director of Regulatory Planning or designee.

**16 Clark Court** – convert 188 s.f. of basement to habitable space requiring FAR relief (8/18) Pct. 5

Karen Martin presented the case and described the relief required.

The representative for the applicant described that the applicants had obtained building permits for this work before they realized they needed relief so they have now come back to gain the necessary relief. The basement addition will be used for office space.

Mr. Zarillo asked to clarify the site plan regarding the flooring and the visual flow of the space.

Mr. Modigliani pointed out that mechanical space doesn't count towards the FAR. He asked if there were any visual changes to the exterior taking place with the renovation.

***Mr. Zarillo motioned to recommend approval.***

***Mr. Oudens seconded the motion.***

**Voted (5-0): The Planning Board recommends approval of the plans by Andover Renovation Solutions, dated 2/10/16, subject to the following conditions:**

1. Prior to the issuance of a building permit, final basement floor plans and elevations shall be submitted to the Assistant Director of Regulatory Planning for review and approval.
2. Prior to the issuance of a building permit, the applicant shall submit to the Building Commissioner for review and approval for conformance to the Board of Appeals decision: 1) a final site plan stamped and signed by a registered engineer or land surveyor; 2) final basement floor plan stamped and signed by a registered architect; and 3) evidence that the Board of Appeals decision has been recorded at the Registry of Deeds.

**20 Searle Avenue** – construct a dormer requiring sideyard setback relief (8/25) Pct. 6

Karen Martin presented the case and described the relief required.

Mary McKee, architect, presented the details of the dormer plans. The applicants already have a building permit and have already constructed the dormer on the side of the house not requiring relief. They are now seeking relief for the opposite side. The setback is 3 feet but more space is being created due to the demolition of an existing emergency escape staircase and garage.

Mr. Modigliani asked which of their neighbors had submitted letters of support.

Mr. Zarillo stated that it seems clear that the applicants need more room on the third floor.

Mr. Oudens stated that the design will balance out the house with two dormers.

Mr. Modigliani had questions about the use of a skylight in the bathroom.

**Mr. Zarillo motioned to recommend approval.**  
**Mr. Oudens seconded the motion.**

**Voted (5-0): The Planning Board recommends approval of the site plan and drawings by Mary McKee Design, dated 1.31.16, for a 78.4 square foot third story dormer with conditions.**

1. Prior to the issuance of a building permit, the applicant shall submit a final plan, floor plans and elevations indicating all dimensions and materials subject to the review and approval of the Assistant Director of Regulatory Planning.
2. Prior to the issuance of a building permit, the applicant shall submit a landscape plan indicating all counterbalancing amenities.
3. Prior to the issuance of a building permit, the applicant shall submit to the Building Commissioner for review and approval for conformance to the Board of Appeals decision: 1) a final site plan stamped and signed by a registered engineer or land surveyor; 2) final floor plans and building elevations stamped and signed by a registered architect; and 3) evidence that the Board of Appeals decision has been recorded at the Registry of Deeds.

**385 Lee Street** – convert 80 ft. of basement to habitable space for a bathroom requiring FAR relief (8/25) Pct. 15

Karen Martin presented the case and described the relief required.

The homeowners described their proposed project to add square footage for a bathroom in the basement that would supplement a rec room and workout space in their partially finished basement.

Mr. Modigliani noted the interesting zoning for this property.

Mr. Oudens clarified a discrepancy between two plans in which one indicated an opening in a wall and one did not.

**Mr. Zarillo motioned to recommend approval.**  
**Mr. Cook seconded the motion.**

**Voted (5-0): The Planning Board recommends approval of the plans, subject to the following conditions:**

1. Prior to the issuance of a building permit, final basement floor plans shall be submitted to the Assistant Director of Regulatory Planning for review and approval.
2. Prior to the issuance of a building permit, the applicant shall submit to the Building Commissioner for review and approval for conformance to the Board of Appeals decision: 1) a final site ~~sketch plan stamped and signed by a registered engineer or land surveyor~~; 2) final

basement floor plan ~~stamped and signed by a registered architect~~; and 3) evidence that the Board of Appeals decision has been recorded at the Registry of Deeds.

**Comment [KM1]:** Due to the small size and scope of the project, the PB recommends these revised conditions that will allow the homeowners to submit their own project plans.

**The minutes for the July 28, 2016 Planning Board Meeting were approved with amendments.**

**The meeting was adjourned at 8:25 PM.**

**Materials Reviewed During Meeting:** Staff Reports, Site Plans, Elevations